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Xerox AltaLink: Printing Envelopes in Microsoft Word from a PC

Printing envelopes from the Mailings feature in Microsoft Word is a two-step process. First, setting up the bypass tray with envelopes. Second, printing from the Mailings feature in Microsoft Word.





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At the Computer:

Printing an envelope with the Microsoft Word feature uses the chosen printer.

1.	Open Microsoft Word.	
2.	Select File \rightarrow Print \rightarrow Printer Properties.	Job Type:
3.	Under Printing Options → Paper:	Normal Print V 444 Paper Trave f (Present)
	 Use the dropdown menus to define the Paper Size, Color, and Type to match what is set at the machine. Make sure the Tray 5 (Bypass) is chosen 	Iray's (Bypass) No. 10 Envelope (4.1 x 9.5') V 1-Sided Printing: 1-Sided Print No Tabpling -No Hole Punching -No Folding V
4.	The driver should automatically switch to 1-Sided Print.	Xerox Black and White: Off (Use Document Color)
5.	Select OK to exit print driver.	Enhanced ~ Output Destination:
Troubleshooting:		Rotate Image 180 X
If your envelopes are printing upside down, you can fix this through your print driver settings. Follow these steps:		 ✓ Intelligent 180 Degree Rotation (Recommended) ✓ Subsequent 180 Degree Rotation: No. 10 Envelope (4.1 x 9.5")
	 In the print driver, go to the Advanced tab. Select Rotate Image 180° and click on Setup. Check both boxes and select the envelope size from the dropdown menu. Portrait and Landscape Pages will default. Click "OK" to apply the changes. 	Portrait and Landscape Pages



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Tip: Create a Preset for Future Use	Save these settings
 Once all settings are applied, sele the save icon in the bottom left corner. Select Save as New Preset and g it a name. You can now select this preset ne time to save time. 	ct Save as 1-Touch Default Settings* Displayed on the 1-Touch tab give Save as New Preset Bisplayed in the Presets list Save as A Microsoft Word Defaults Always start Microsoft Word Defaults Always start Microsoft Word Defaults Always start Microsoft Word Defaults Save as Preset Save as Preset Save as Preset Name: Comm 10 Envelopes Comm 10 Envelopes For basic printin Tooltip: OK OK Cancel
 In MS Word, select Mailings → Envelopes. Enter addresses as need 	ed.
7. Select the Options button.	Add signalic politiger Balan address: When promoted by the prints, fixed, an envolgen in your prints's manual feeds.
 On the Envelope Options tab, select correct Envelope size. 	the Envelope Options Printing Options Envelope gize: Size 10 (4 1/8 x 9 1/2 in) Delivery address Eont From top: Auto From top: Auto From top: Auto From top: Fgmt From top: Auto Fgmt From top: Auto Fgmt
 On the Printing Options tab, select F from: Bypass Tray. 	Envelope Options Printing Options Printer: Demo AltaLink C8145 V3 Orange Earld mathem End mathem
10. Select OK.	Face up Face down Cockwise rotation Exect from: Bypass Tray Word recommends feeding envelopes at shown above. If this method does not work for your printer, select the correct feed method. Reset OK Cancel
11. Select Print.	When prompted by the printer, insert an envelope in your printer's manual feeder. Print Add to Document Options E-postage Properties Cancel

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